

# **SEMI-PUBLIC WALDO: HOW TO ADD A FACILITY**




**Department of Health and Family Services**  
**Division of Public Health**  
**608-261-6876**  
**[plicasbestoslead@dhfs.state.wi.us](mailto:plicasbestoslead@dhfs.state.wi.us)**

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/MaintFacility?COMMAND=gov.wi.state.hfs.waldo.command.MaintFacility&submit=Add Go

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

**Search Facility** **Add Facility**

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

**Owner** [Select a Property Owner \\*](#)

**Facility Name** \*

**Facility Type** **Lead Registry**

**Number Of Units** \*

**Street Address** \*

**City** \*

**State** **Wisconsin**

**Zip**

**Occupancy Type**

**Contact Person**

**Contact Information**

Preview

http://apps3.dhfs.state.wi.us/public\_waldo/app/LoadFacilitySearch?COMMAND=gov.wi.state.hfs.waldo.command.LoadFacilitySearch Local intranet

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...

10:39 AM

1. Click on "Select a Property Owner".

▪ [Add a Facility](#)

**Select Property Owner**

- Option 1.** Select a property owner from the following list to enter it as the owner for the new facility  
**Option 2.** Click the Add a Property Owner button to add a property owner to this list.  
**Option 3.** Search for a specific property owner by name. Enter a keyword and click the Search button.

Displaying 1 to 4 of 4 matching results.

Property Owner or Authorized Representative	FEIN
<a href="#">EATON CORP</a>	
<a href="#">SARITA</a>	
<a href="#">GAIL BOUSHON</a>	
<a href="#">MIKE BOUSHON</a>	

Add a Property Owner

WALDO - ©DHFS - State of

Jane Doe

Search

2. Enter part of the property owner name (at least 5 letters) and click on "Search".

The owner might be:

- a corporation, limited liability corporation, or other business or governmental entity;
- an individual property owner
- if more than one individual is the owner, the individual selected by the other property owners to represent all owners

3. If the property owner is included in the search results, click on the name to select it.

You will not be able to view or correct information in the owner's record. DHFS staff might contact you to verify information.

## Select Property Owner

- Option 1.** Select a property owner from the following list to enter it as the owner for the new facility  
**Option 2.** Click the Add a Property Owner button to add a property owner to this list.  
**Option 3.** Search for a specific property owner by name. Enter a keyword and click the Search button.

Displaying 1 to 4 of 4 matching results.

Property Owner or Authorized Representative	FEIN
<a href="#">EATON CORP</a>	
<a href="#">SARITA</a>	12345
<a href="#">GAIL BOUSHON</a>	
<a href="#">MIKE BOUSHON</a>	

Add a Property Owner

WALDO - ©DHFS - State of Wisconsin

If you still don't find the property owner, click on "Add a Property Owner" and follow the "Add a Property Owner" instructions.


If you do not find the property owner, search again using another part of the property owner's name.

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address [http://apps3.dhfs.state.wi.us/public\\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450](http://apps3.dhfs.state.wi.us/public_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450) Go

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

▪ [Search Facility](#) **Add Facility**

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

<b>Owner</b>	JANE DOE <a href="#">Select a Property Owner</a> *
<b>Facility Name</b>	<input type="text"/> *
<b>Facility Type</b>	Lead Registry
<b>Number Of Units</b>	<input type="text"/> *
<b>Street Address</b>	<input type="text"/> *
<b>City</b>	<input type="text"/> *
<b>State</b>	Wisconsin
<b>Zip</b>	<input type="text"/>
<b>Occupancy Type</b>	<input type="text"/>
<b>Contact Person</b>	<input type="text"/>
<b>Contact Information</b>	<input type="text"/>

Preview

Done

Start Novell GroupWise - Mailbox Microsoft Word Microsoft PowerPoint - [W...] Wisconsin Departmen...

Local intranet 10:26 AM

4. After selecting the property owner, you will be returned to “Add Facility” screen. The property owner you selected will show in the “Owner” field.




Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/SelectACompany?COMMAND=gov.wi.state.dhfs.waldo.command.SelectACompany&submit=Add&selectedId=201450 Go


**Wisconsin**  
 Department of  
 Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Search Facility](#)   [Add Facility](#)

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

Owner	JANE DOE <a href="#">Select a Property Owner</a> *
Facility Name	Doe Apartments *
Facility Type	Lead Registry
Number Of Units	_____ *
Street Address	_____ *
City	_____ *
State	Wisconsin
Zip	_____
Occupancy Type	_____ ▾
Contact Person	_____
Contact Information	_____

Preview

Local intranet

Start Novell GroupWise - Mailbox Microsoft Word Microsoft PowerPoint - [W... Wisconsin Departmen...

10:29 AM

## 5. Facility Name

For a single-family residence, always enter “residence”.

For a multi-unit dwelling, enter the name of the apartments, such as “State Apartments”. The name may be useful for people looking for registered properties to rent.


When a facility that is not a dwelling has a name by which it is commonly known, enter that name. For example, Washington Elementary School or Little Ones Day Care. If it does not have a name, enter a name that reflects what it is, such as “day care”.

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450 Go

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Search Facility](#) [Add Facility](#)

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

Owner	JANE DOE <a href="#">Select a Property Owner</a> *
Facility Name	Doe Apartments *
Facility Type	Lead Registry
Number Of Units	*
Street Address	*
City	*
State	Wisconsin
Zip	
Occupancy Type	
Contact Person	
Contact Information	

Preview

6. Facility Type  
WALDO enters the information.

Local intranet

Start Novell GroupWise - Mailbox Microsoft Word Microsoft PowerPoint - [W... Wisconsin Departmen...


10:29 AM

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450 Go


**Wisconsin**  
 Department of  
 Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Search Facility](#)   [Add Facility](#)

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

<b>Owner</b>	JANE DOE <a href="#">Select a Property Owner</a> *
<b>Facility Name</b>	Doe Apartments *
<b>Facility Type</b>	Lead Registry
<b>Number Of Units</b>	4 *
<b>Street Address</b>	1 W Wilson St *
<b>City</b>	Madison *
<b>State</b>	Wisconsin
<b>Zip</b>	
<b>Occupancy Type</b>	
<b>Contact Person</b>	
<b>Contact Information</b>	

Preview

Local intranet

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...

10:32 AM

## 7. Number of Units

Enter the total number of units in the building.

For a multi-unit dwelling, count each dwelling unit (including studios) separately.

For a non-residential facility, count how many businesses are in the building. For example, Amy's Day Care shares a building with Ace Insurance, so there are 2 units in the building.



Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450 Go

Wisconsin Department of Health & Family Services

# WALDO

Wisconsin Asbestos and Lead Database Online

[Search Facility](#) [Add Facility](#)

Enter information in the following fields to add a facility to the database.

\* indicate required fields.

Owner	JANE DOE <a href="#">Select a Property Owner</a> *
Facility Name	Doe Apartments *
Facility Type	Lead Registry
Number Of Units	4 *
Street Address	1 W Wilson St *
City	Madison *
State	Wisconsin
Zip	
Occupancy Type	
Contact Person	
Contact Information	

Preview

Local intranet

Start Novell GroupWise - Mail... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...

10:32 AM

## 8. Street Address, City, State (defaulted to WI)

Enter the street address for this location. This address may be different from the address where mail is delivered, since mail can be delivered to a post office box or office address. Use US Postal Service addressing standards, including the following order for information:

**Building/house/fire #** -if more than one number, enter each number with "-" between, such as "1042-1044". Do not include apartment numbers, such as Apt 1, Apt B, etc.

**Street direction** – N, S, E or W

**Street name** – Main, 9<sup>th</sup>, 120<sup>th</sup>

**Street type** – ST, LN, CR

**City**



**Zip** – do not enter. WALDO will enter the 9-digit code if the address matches USPS addresses.

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450 Go


 Wisconsin Department of Health & Family Services
 

 Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Search Facility](#)
[Add Facility](#)

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

Owner	JANE DOE <a href="#">Select a Property Owner *</a>
Facility Name	Doe Apartments *
Facility Type	Lead Registry
Number Of Units	4 *
Street Address	1 W Wilson St *
City	Madison *
State	Wisconsin
Zip	
Occupancy Type	<div> <div></div> <div> Owner Occupied  Tenant/Rental  Unknown </div> </div>
Contact Person	
Contact Information	

Preview

**9. Occupancy Type.**

Select from the drop-down list.

For a single-family residence, is it Owner Occupied or Tenant/Rental?

For multi-unit dwellings, the answer will be Tenant/Rental unless all units are occupied by the property owner or family of the property owner.


Unknown may be used only if the property is a single unit and you have not been able to make contact with someone who can tell you the occupancy. Unknown should not be used when registering a property.

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart... Local intranet 10:33 AM

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address [http://apps3.dhfs.state.wi.us/public\\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450](http://apps3.dhfs.state.wi.us/public_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450) Go



Wisconsin  
Department of  
Health & Family Services

# WALDO

Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

**Search Facility** **Add Facility**

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

<b>Owner</b>	JANE DOE <a href="#">Select a Property Owner</a> *
<b>Facility Name</b>	Doe Apartments *
<b>Facility Type</b>	Lead Registry
<b>Number Of Units</b>	4 *
<b>Street Address</b>	1 W Wilson St *
<b>City</b>	Madison *
<b>State</b>	Wisconsin
<b>Zip</b>	
<b>Occupancy Type</b>	Tenant/Rental
<b>Contact Person</b>	Jack Jones, Manager
<b>Contact Information</b>	608-261-6876 or doe@acme.com

Preview

10. Contact Person and Contact Information

Enter the name and contact information (phone, email, website, etc) for obtaining more information about a registered property. This information will be available to the public, so be sure to ask the property owner what to enter.

11. Verify all information, then click on "Preview".


Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart... Local intranet 10:35 AM

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/MaintFacility

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Add Facility](#) **Facility Preview**

Review the following new facility information. If accurate, click the Save button. Or, click the Edit button to make additional changes.

Facility Id	109927
Facility Name	Doe Apartments
Facility Type	Lead Registry
Number Of Units	4
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	53702-0033
Occupancy Type	Tenant/Rental
Owner	JANE DOE
Contact Person	Jack Jones, Manager
Contact Information	608-261-6876 or doe@acme.com

Edit Save

WALDO - ©DHFS - State of Wisconsin

Done

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...

Local intranet 10:35 AM

## 12. Facility ID

Write down the Facility ID to use for searching for the facility.

**Note:** If you edit this screen instead of saving it, the Facility ID number will change.




Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/MaintFacility

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Add Facility](#) **Facility Preview**

Review the following new facility information. If accurate, click the Save button. Or, click the Edit button to make additional changes.

<b>Facility Id</b>	109927
<b>Facility Name</b>	Doe Apartments
<b>Facility Type</b>	Lead Registry
<b>Number Of Units</b>	4
<b>Street Address</b>	1 W WILSON ST
<b>City</b>	MADISON
<b>State</b>	Wisconsin
<b>Zip</b>	53702-0033
<b>Occupancy Type</b>	Tenant/Rental
<b>Owner</b>	JANE DOE
<b>Contact Person</b>	Jack Jones, Manager
<b>Contact Information</b>	608-261-6876 or doe@acme.com

Edit Save

**13. Number of Units**

It is critical that the Number of Units be correct.

If the Number of Units is missing or incorrect you must first call 608-261-6876 to correct this information before attempting to register the property as lead-safe or lead-free.

WALDO - ©DHFS - State of Wisconsin

Done

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...

Local intranet 10:35 AM




Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/MaintFacility

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

Home | Help | Log Off

[Add Facility](#) **Facility Preview**

Review the following new facility information. If accurate, click the Save button. Or, click the Edit button to make additional changes.

Facility Id	109927
Facility Name	Doe Apartments
Facility Type	Lead Registry
Number Of Units	4
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	53702-0033
Occupancy Type	Tenant/Rental
Owner	JANE DOE
Contact Person	Jack Jones, Manager
Contact Information	608-261-6876 or doe@acme.com

Edit Save

**14. Verify all information.**

Did WALDO enter the full 9-digit zip code? Is the address correct? If not, click on "Edit" to correct how the address was entered.

Carefully check the Facility Preview screen to be sure all information is correct. You cannot make corrections after you save this information, although you can email corrections to [plicasbestoslead@dhfs.state.wi.us](mailto:plicasbestoslead@dhfs.state.wi.us).

Click on "Edit" to correct information or "Save" to enter correct information in WALDO.

WALDO - ©DHFS - State of Wisconsin

Done

Start Novell GroupWise - Mai... Microsoft Word Microsoft PowerPoint - [...] Wisconsin Depart...


Local intranet 10:35 AM

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address http://apps3.dhfs.state.wi.us/public\_waldo/app/SelectACompany?COMMAND=gov.wi.state.hfs.waldo.command.SelectACompany&submit=Add&selectedId=201450 Go

 Wisconsin Department of Health & Family Services

**WALDO** Wisconsin Asbestos and Lead Database Online

**15. After you click "Save" on the Facility Preview screen, you will be returned to the "Add Facility" screen.**


• Search Facility Add Facility Click on "Search Facility" to search for the facility you just created.

Enter information in the following fields to add a facility to the registry. Then, click the Preview button.

\* indicate required fields.

Owner	JANE DOE <a href="#">Select a Property Owner *</a>
Facility Name	<input type="text"/> *
Facility Type	Lead Registry
Number Of Units	<input type="text"/> *
Street Address	<input type="text"/> *
City	<input type="text"/> *
State	Wisconsin
Zip	<input type="text"/>
Occupancy Type	<input type="text"/>
Contact Person	<input type="text"/>
Contact Information	<input type="text"/>

Preview



**Do NOT click on "Preview" again. If you were to preview and save again, you will create a duplicate of this facility. If this happens, send an email to [plicasbestoslead@dhfs.state.wi.us](mailto:plicasbestoslead@dhfs.state.wi.us) to remove the extra facility.**

Done

Start Novell GroupWise - Mailbox Microsoft Word Microsoft PowerPoint - [W... Wisconsin Departmen...

Local intranet 10:26 AM